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Adverse Weather Policy

1. Introduction

Your health, safety, and wellbeing are the college's primary considerations. This policy provides a framework for how the college manages operations during adverse weather conditions, such as heavy snow, ice, wind or extreme heat, to ensure you are supported and informed.

2. Principles

- **Safety First:** We recognise that you may travel from a wide geographical area. You need to determine if it is safe for you to travel based on your local conditions, taking into account any travel warnings issued by the Met Office or government.

- **Agile Working:** We advocate for flexibility. If you cannot reach your usual site safely, we will work with you to find a solution that keeps you safe while maintaining college operations where possible.

- **Trust and Communication:** We trust you to make the right decision for your safety. In return, you need to keep your manager informed so we can support you and manage any essential duties.

3. Scope

This policy applies to all colleagues at Coleg Cambria.

4. Your Pay and Leave

- **College Closure:** In the event the college makes the decision to close your site or the entire college to colleagues, you will receive your normal pay during the closure if you are unable to work in an agile manner. If you are already on pre-booked annual leave or TOIL during a college closure, this cannot be reclaimed or credited back to your allowance.

- **Time Off for Dependants:** If adverse weather causes emergencies with your dependents (e.g., school closures), you can access Dependants Leave under the college Leave of Absence for Domestic and Personal Reasons Policy (Up to 5 days pro rata within any year (12 month rolling period). Where possible, please first explore agile working arrangements with your manager to help balance your hours around the disruption.

- **Annual Leave and TOIL:** To support you during adverse weather disruptions, the college will always try to provide flexible arrangements where possible and you will only be asked to use annual leave or TOIL when college sites are open but you cannot attend due to weather disruptions and all other options have been explored, for example, working from home, agile working arrangements.

Adverse Weather Procedure

1. Before You Start Work

If adverse weather is forecast or occurring, you need to:

- **Check for Updates:** Visit the college website for the most up to date information. Decisions on site closures are typically made by the Executive Team by 6:00am. The website and social media channels will be updated by 6.45am, taking into account the information provided for each site, public transport networks, local schools and college transport providers. If you are starting an early shift (e.g. 6.00am) you should not travel until communications has been posted. Updates will include the date and time of the post to ensure colleagues are referring to the most up to date information.

  Wider communication responsibilities are detailed in Appendix 1.

- **Assess Your Safety:** If the college is open but you feel travel is dangerous or public transport is unavailable, you should not put yourself at risk.

- **Contact Your Manager:** You need to contact your line manager as soon as possible to discuss your situation. If your manager is not available, please contact your manager's manager.

2. Agile Working Solutions

If you cannot reach your usual site, you need to discuss the following options with your manager:

- **Working from Home:** If your role allows, you should work from home. You should ensure you take essential equipment home with you at all times so you are prepared for sudden adverse weather, rather than only when it is forecast.

- **Working from a different site:** If another college site is closer, open, and safe to reach, you may work from there.

- **Adjusted Hours:** You may agree to arrive later or leave earlier to avoid the worst of the weather.

3. If Weather Worsens During the Day

If adverse weather occurs while you are already at work:

- **Stay Informed:**The weather situation will be monitored regularly and regular updates provided via Happeo.

- **Site Closure:** If the decision is taken to close a site while it is currently open, every effort will be made to ensure everyone can leave safely.

- **Duty of Care:** If you are responsible for learners, you need to ensure they have accessed transport or made safe arrangements to get home before you leave the site.

4. Specific Considerations

- **Disability Support:** If you have a disability that makes traveling in bad weather particularly challenging, you need to speak with your manager to ensure alternative working arrangements are fully utilised.

- **Essential Roles:** If the nature of your role means you cannot work from home, you still need to contact your manager to agree on the safest course of action.

Appendix 1

Communication responsibilities

Head of Marketing, Admissions and Digital	Message including relevant site closure information added to website, social media, text alerts and radio stations. The website will be the most up to date source of information - https://www.cambria.ac.uk
Director of Technology	Message on telephone systems
Head of Information Systems	Notify learners regarding exams
Head of Commercial Operations	Notify commercial settings (Salons, Restaurant, Coffee Shop, Floristry, Toybox Nursery)
Student and College Services Manager	Notify bus companies
Nursery Manager	Notify parents/guardians
Hospitality General Manager	Notify catering outlets at each site
All managers (where applicable)	Notify contacts for any off-site arrangements have been suitably notified e.g. off site classes